



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Human Resource Management · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF CAREER TECHNOLOGY AND ADULT LEARNING

December 19, 2008

JUVENILE SERVICES EDUCATION PROGRAM

POSITION TITLE: Special Education Program Coordinator, Juvenile Services Education

POSITION NUMBER: 083382

SALARY: Administrative Institutional Educator Pay Plan
\$94,029 - \$98,734

LOCATION: 200 West Baltimore Street
Baltimore, Maryland

NATURE OF WORK: This is a professional position responsible for Statewide development, implementation, and coordination of special education services for students within MSDE's Juvenile Services Education Program.

DUTIES AND RESPONSIBILITIES: Provides leadership, support, and oversight of the provision of legally mandated Special Education services to eligible students in the juvenile services system; supervises special education teachers and psychologists and establishes and disseminates policies and procedures that assure compliance with federal and State legislation; coordinates and conducts staff development programs for teachers and administrators; oversees Individual Education Plan (IEP) process; prepares application materials for obtaining federal funds and allocates available funds for special education services; participates in curriculum planning and program improvement initiatives; completes and maintains documentation and required reports.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Masters Degree in Special Education, Education, or Administration/Supervision and eligible for certification in Special Education from the Maryland State Department of Education. Possession of a Maryland Special Education Supervisor Certificate is preferred.

EXPERIENCE: Six years of professional administrative/supervisory and special education teaching experience to include at least two years within a correctional or similar institution or in a program serving a predominately disadvantaged population. Experience as a juvenile services or correctional principal preferred.

ESSENTIAL REQUIREMENTS: Knowledge of the principles and practices of secondary special education; knowledge of the subject areas taught in secondary education; knowledge of State and federal laws governing special education; skill in the use of assessment instruments; skill in using a variety of software; skill in coordinating, organizing and managing multiple tasks; skill in planning, facilitating, and conducting staff development and training programs; ability to effectively lead and work as a team member; ability to develop and implement comprehensive and effective policies and procedures; ability to communicate effectively, both orally and in writing.

PROCEDURE FOR APPLICATION:

Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Position #083382 - Juvenile Special Education Program Coordinator. The application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential requirements for the position. Completed Applications must be directed to the Staff Employment Section, Office of Human Resources, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201 or faxed to 410.333.8950.

For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website at: www.marylandpublicschools.org/MSDE/aboutmsde/jobs. All applications must be received by the Closing Date. *Appropriate accommodations for individuals with disabilities are available upon request.*

CONDITIONS OF EMPLOYMENT:

Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. Applicants must consent to State Police Investigation as a routine procedure for all employees required to work in State Correctional Institutions. Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the State are required. If, once employed, it is determined that the incumbent does not qualify for an appropriate Certificate, the incumbent's employment will be terminated. Also, failure to obtain and maintain a Maryland Teaching Certificate will be the basis for termination of employment.

CLOSING DATE:

Open Until Filled